# ERP - PROJECT

# SUGAMYA

# END USER DOCUMENT

# FOR

# HUMAN CAPITAL MANAGEMENT

# PERSONNEL ADMINISTRATION

## **TABLE OF CONTENTS**

# 1    DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

## 1.1 DOCUMENT HISTORY

| Version | Date | Author | VERSION DETAILS |
|---------|------|--------|-----------------|
| V01 | 15.02.2018 | Vinay | First ISSUE |
|  |  |  |  |

## 1.2 DISTRIBUTION

| Date | Name | Purpose |
|------|------|---------|
|  |  |  |
|  |  |  |

# 1. PROCESS NAME AND DESCRIPTION

ESS Loan request process for employees.

## 1.1. OVERVIEW

E-Separation facilitates organization to process end to end separation process online on ESS/MSS. Process enables each participant of the process to actively record their inputs on portal and complete the process with minimum manual or unorganized communication. E-separation process can be describing in the following steps.

1. Separation request – Employee or HR team can raise separation request

2. Counselling process – HR person can assign counsellor to the separation request so get employee counsel as and when required.

3. Exit interview – System sends Exit interview form to the employee separation inbox. Employee can fill this interactive PDF file and submit form to the HR person.

4. Approval process – Separation request will have five approval levels as per UJVN policy i.e. Reporting manager, HOD, ED HR, Director HR and MD according to the Post applicable.

5. Before 7 days of the final relieving date, system triggers dues clearances tasks to the corresponding task owners. Task owners will have to clear tasks pending at their end with proper status and recovery amount if there is any.

6. On the separation date i.e. final actual relieving date, system will update all the dues clearances recovery amounts to the payroll additional infotype master data.

7. Also on the separation date system will create batch separation action session to let user choose and run separation action. This will make employment status to withdrawn.

8. Also on the separation date system will fill the separation inbox with the separation letters i.e. relieving and service experience letter. Employee would require taking print out and take signature from the GM HR as per UJVN policy.

## 2. PROCEDURAL STEPS

### 2.1. EMPLOYEE E-SEPARATION REQUEST
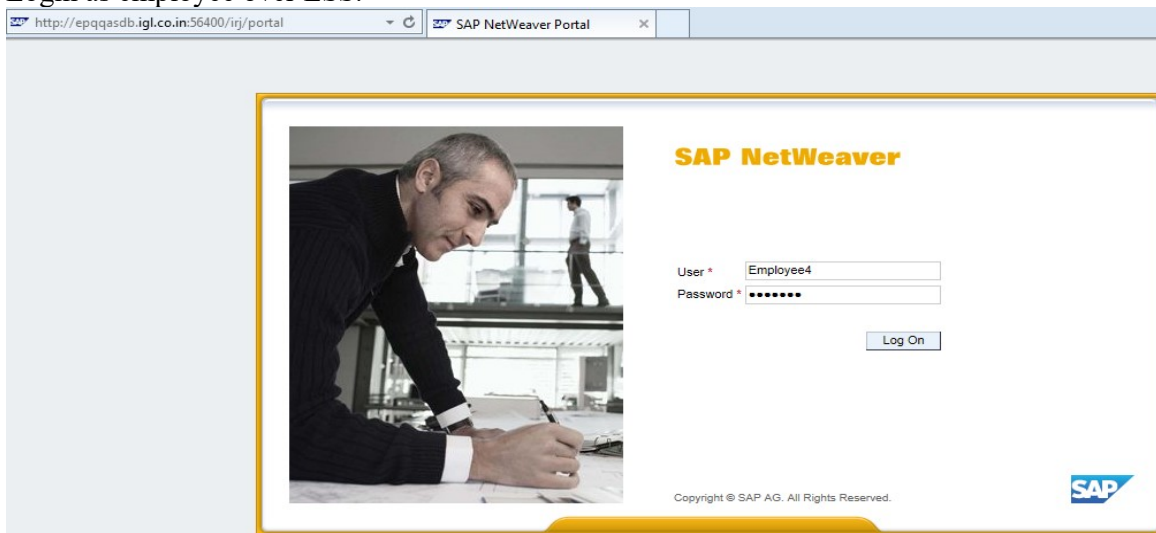
Employee raise ESS loan request.

### 2.1.1. MENU PATH AND TRANSACTION NUMBER
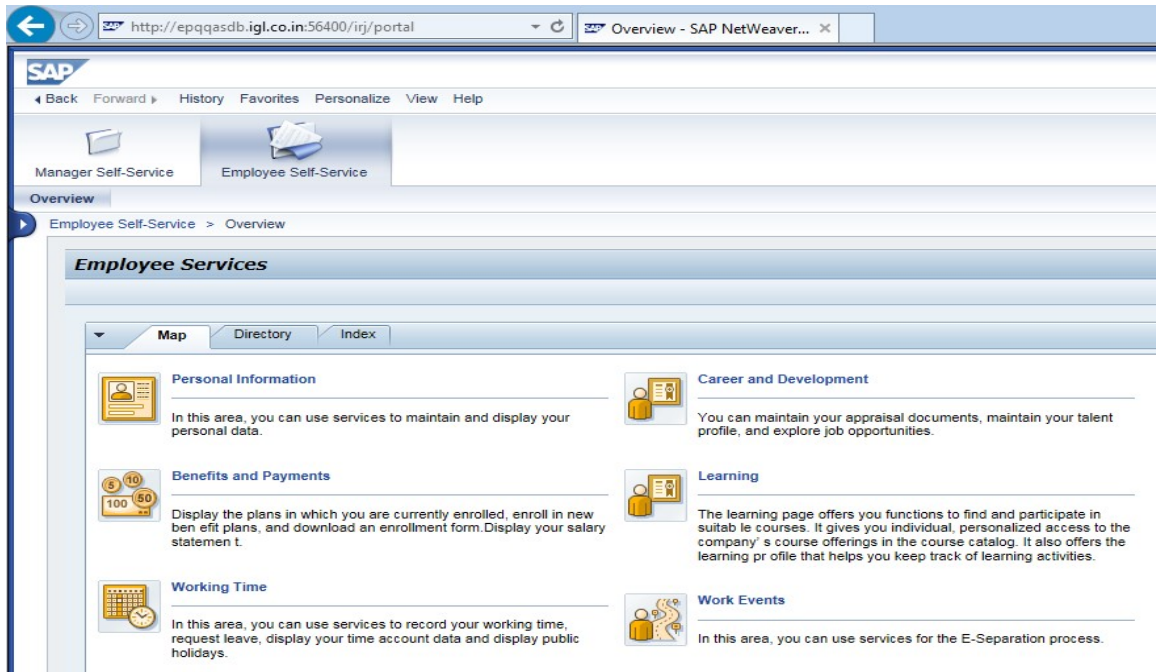
## ESS LINK: HTTP://ERPSRV.UJVN.CO.IN:50200/IRJ/PORTAL

### 2.1.2. INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

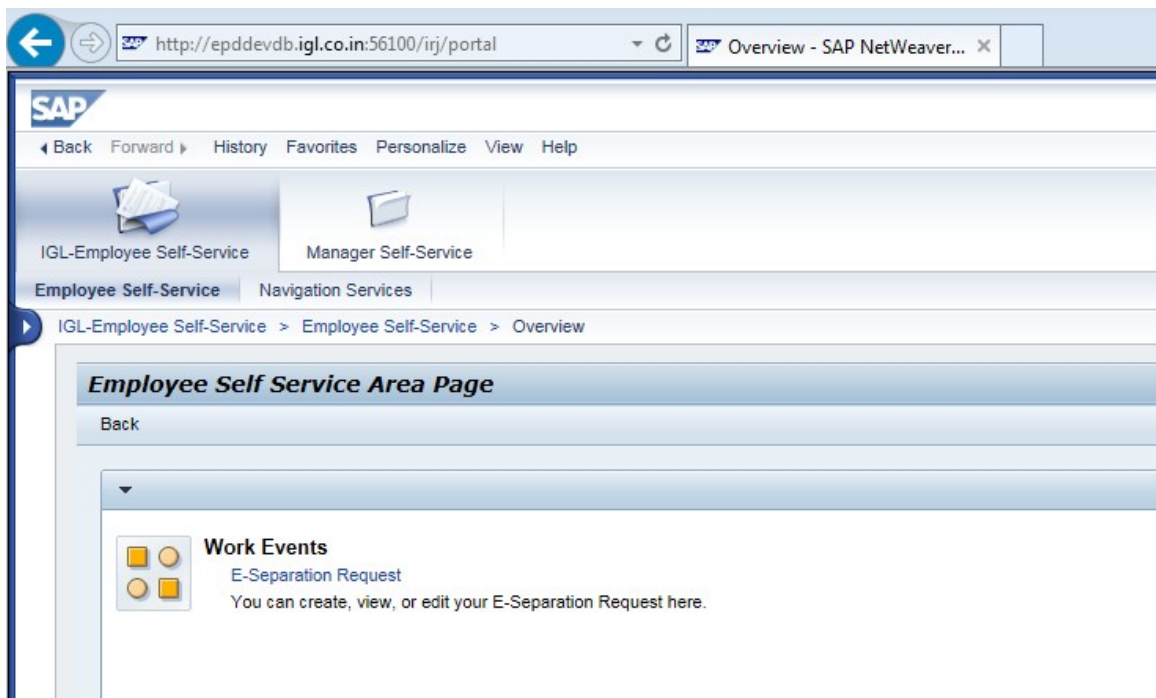(*Note:* In the below table, in column "R/O/C": "**R**" = Required, "**O**" = Optional, "**C**" = Conditional)

Login as employee over ESS:
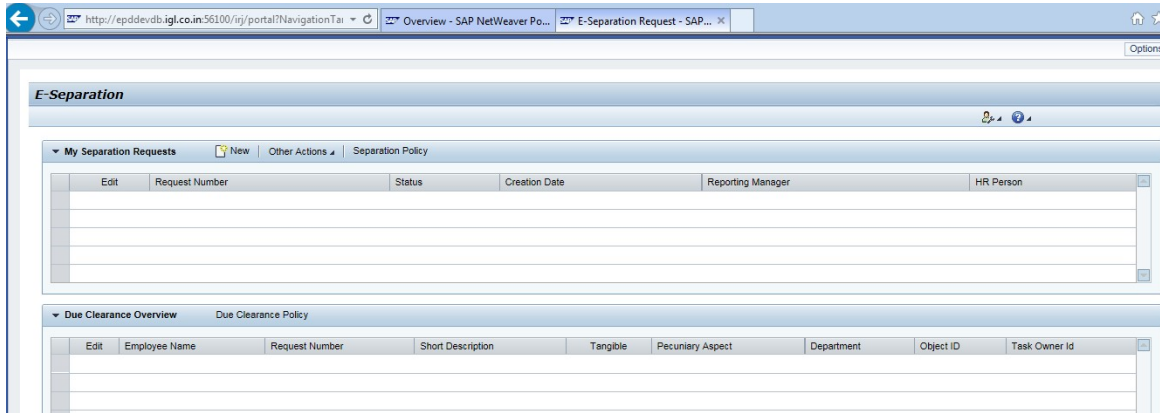


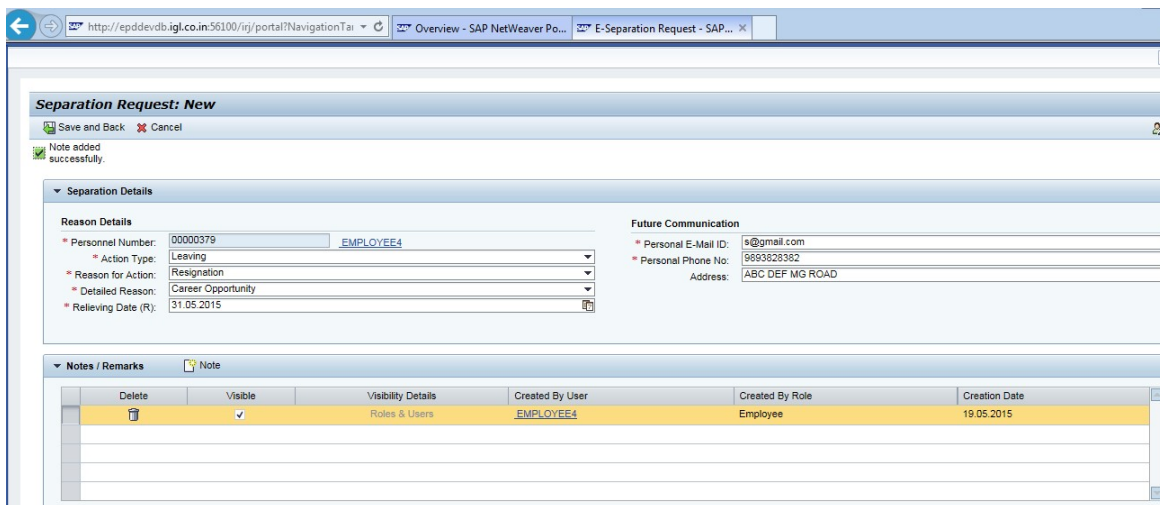Go to Benefits and Payments section:

Go to work events area:



Click on the E Separation request service inside work events Area,

E-Separation overview screen –

Click on the Create button to create new E-Separation request,
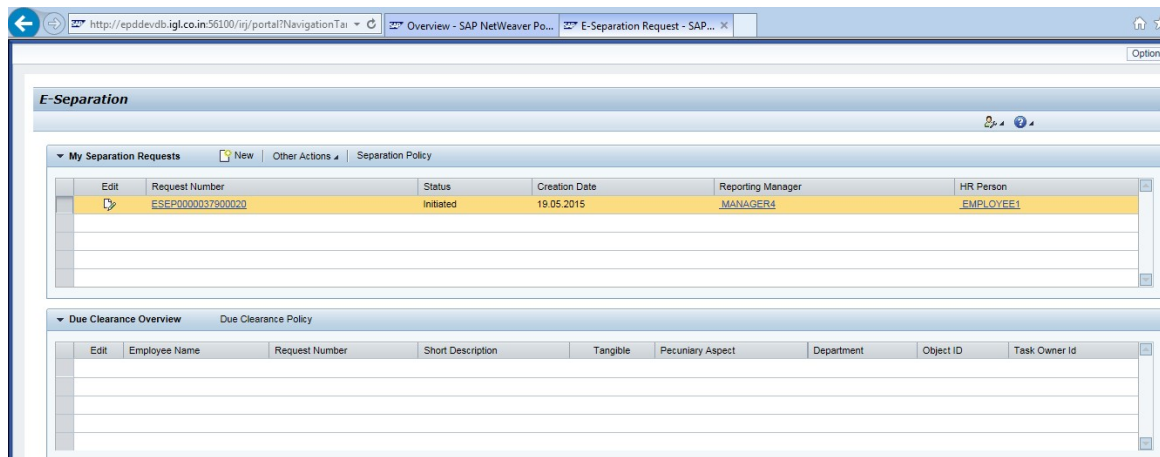


Complete the separation details required on the screen and submit request with the 'Save and Exit' button on the application toolbar.

Employee can also write in detail language if required in the notepad provided in the second window 'Note/Remarks' by clicking on 'Note button'.

Once submitted and refresh and system provides unique Separation request number and displays request in the overview window.
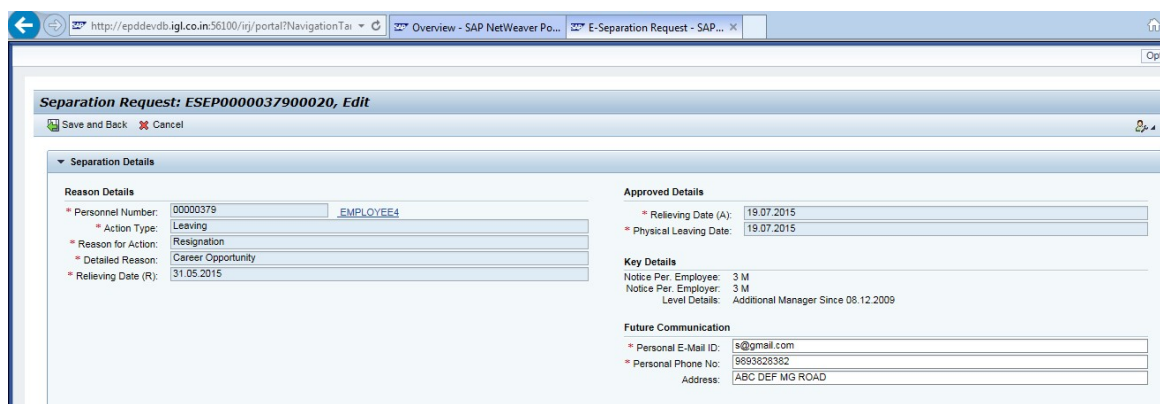
Employee can go and display the request. System has added few more field on the request screen inside as per business logic.



Notice period for employee: Defaulted from the employee infotype 0016 – contract elements
Notice period for employer: Defaulted from the employee infotype 0016 – contract elements
Level details: Defaulted from the employee infotype 0000 – Last change in the employee subgroup i.e. designation.
All three field above would be always non-editable to all the participants of the process.

Relieving Date: Defaulted as the notice period end date from the 'Notice period for employee' shown above.
Relieving date is the actual last calendar date of the employee in the organization.
Physical Date: Defaulted as the notice period end date from the 'Notice period for employee' shown above.
Physical date is the actual last date of the employee when employee would be physically present in the organization. This would be more relevant when last date as per notice date falls on the weekday or public holiday.

Relieving and physical dates are editable to only HR Person Role of the process.

System will send the Separation request initiation mail notification to employee, Reporting manager, and HR Person of the employee. Mail notification will be as show here,
Check SOST transaction for mail notification,

**accenture**

UJVNL

---

Document   Edit   Goto   Settings   System   Help

**Display Document: ESEP0000037900020:SEPARATION REQUEST INITIATED**

Reply...   Reply w/Reference...   New message

Doc. contents   Attributes   Recipient list

**ESEP0000037900020:SEPARATION REQUEST INITIATED**

Created   ▣ EMPLOYEE4

E-Separation request is been raised.

Thanks and Regards,
HR Department.

This is system generated mail, Please do not reply.

---

| Field Name | Description | R/O/C | User Action and Values | Comments |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 2.2.    TRIGGER NEXT PHASE – APPROVAL PROCESS

Process requires to run trigger program to process e-separation request from, 'Initiated' to 'in-process' phase.

### 2.2.1.    MENU PATH AND TRANSACTION NUMBER

**Human Resources ➔ Payroll ➔ Asia ➔ India ➔ Utilities ➔ E-Separation Solution - HINU_ESEP_TP - E-Separation: Trigger Processes**

**Transaction code: HINU_ESEP_TP - E-Separation: Trigger Processes**

## 2.2.2.   INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

(**_Note:_**  In the below table, in column "R/O/C": "**R**" = Required, "**O**" = Optional, "**C**" = Conditional)

Program   Edit   Goto   System   Help

## Infotype Update Report for E-Separation

Further selections

**Period**

- ○ Today      ○ Current month      ○ Current year
- ○ Up to today   ○ From today
- ● Other period
  - Period          19.05.2014      To    19.05.2015

**Selection**

| | | |
|---|---|---|
| Personnel Number | | ⇨ |
| Employment status | | ⇨ |
| Company Code | | ⇨ |
| Personnel area | | ⇨ |
| Personnel subarea | | ⇨ |
| Payroll area | | ⇨ |

**Report Execution Mode**

- ● Process & Update Mode (No User Interaction)
- ○ Process & Update Mode (User Interaction)
- ○ View Erroneous Records & Process

**Request & Solution Type Filter**

| | | |
|---|---|---|
| Solution Type | | ⇨ |
| Request Number | | ⇨ |

| Field Name | Description | R/O/C | User Action and Values | Comments |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Execute and Run program coupe of times to let system trigger E-Separaation process to the next stage i.e. Approval process.

**Result of processing and updation**

View Messages
View Messages

Detailed Errors / Warnings / Information

Request Number: ESEP0000037900020

| PCLx key | Nu.. | O | Message Class | M.. | M | Message Variable | Message Va.. |
|----------|------|---|---------------|-----|---|------------------|--------------|
|          | 3    |   | E_ACTION      | 5.. | I | AP               |              |
|          | 4    |   | E_ACTION      | 5.. | I | EI               |              |
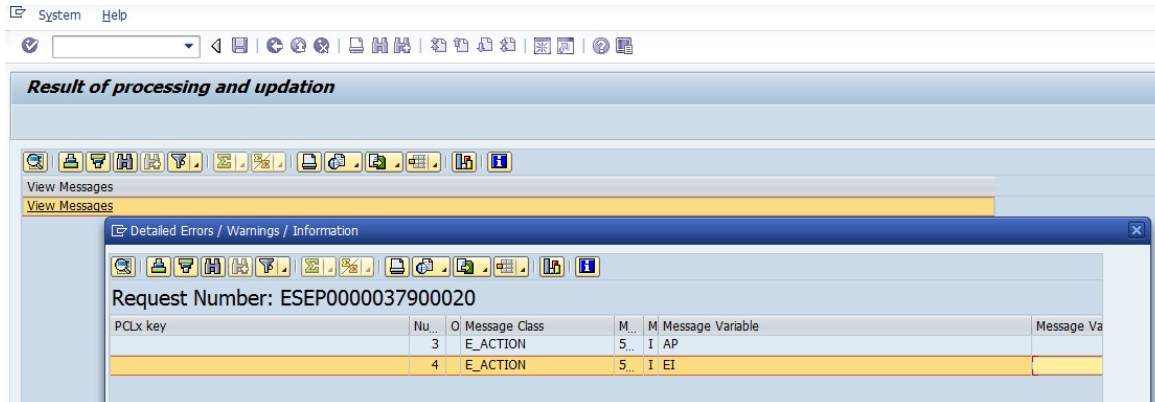
Output of the Trigger program above showns two process stages have been triggered here.

1. Approval process
2. Exit interview

With the Approval process trigger system will send mail to first approver informing separation approval required. Mail intimation would be as follows,

Check SOST for mail,



**Display Document: ESEP0000037900020:SEPARATION REQUEST APPROVAL**

Doc. contents  Attributes  Recipient list

ESEP0000037900020:SEPARATION REQUEST APPROVAL

Created        Workflow System

E-Separation request is been sent for approval.

Thanks and Regards,
HR Department.

This is system generated mail, Please do not reply.
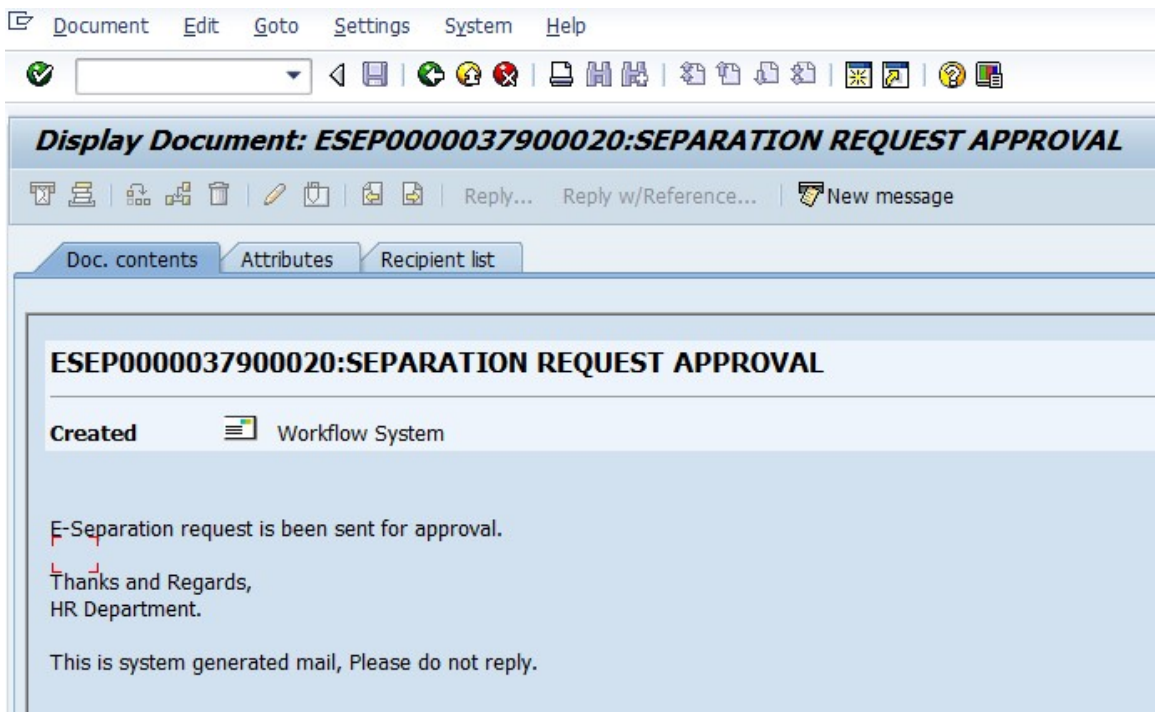
Also employee will receive email notification along with the 'EXIT INTERVIEW' Adobee interactive form as shown below.

Display Document: ESEP0000037900020:EMP EXIT INTERVIEW FORM

Doc. contents | Attributes | Recipient list | Attachments

## ESEP0000037900020:EMP EXIT INTERVIEW FORM

Created        n Vinod

E-Separation Exit Interview request is been initiated.

Thanks and Regards,
HR Department.

This is system generated mail, Please do not reply.

ESEP0000037900020.PDF
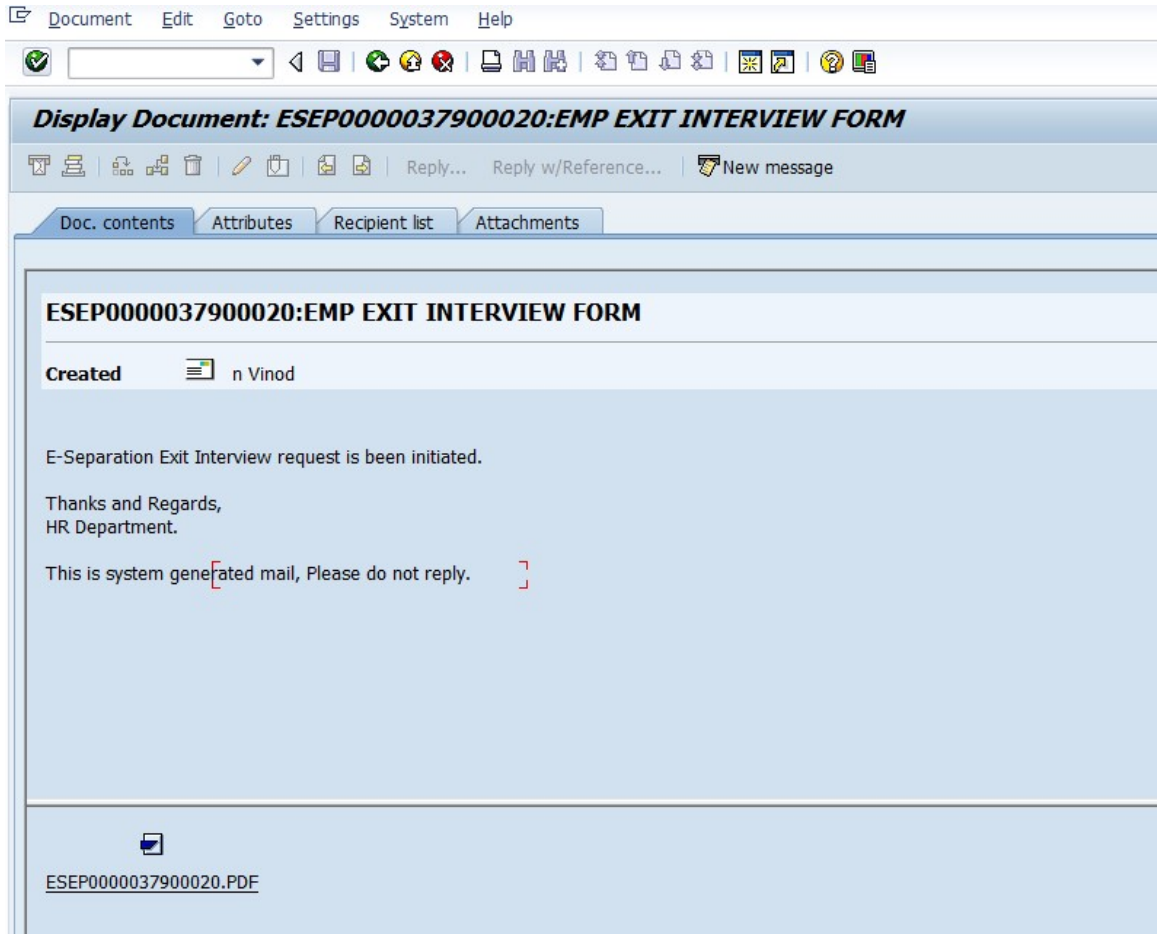
Employee can download Exit interview PDF form from the mail. Open interactive PDF exist interview file.

Complet Exit interview form in detail and click on the submit button at the



bottom

System will prompt default email application in the system as a pop up with the Exit interview completed form as attachement in the email.

Send email to the promoted address only and that will complete the exit interview process at the employee end.

Authorized person from the HR End will only have access to the email inbox used for collecting separation exit interview.

During any point of time employee, Reporting manager or HR Person will always be able to track the separation request from their separation service on the ESS or MSS as follows,



Select the request and go to the other action – process overview option. Sytem will prompt Flex process flow as follows,
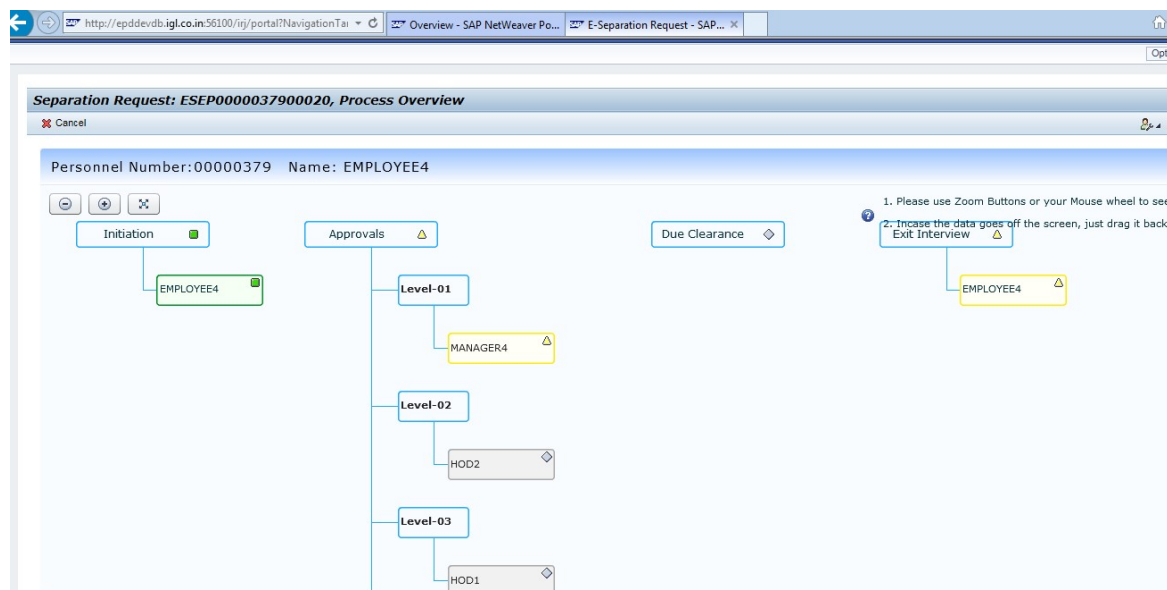


Users can always track yello boxex as pending processes whereas green for the completed steps.

## 2.3.   MSS APPROVAL PROCESS

E-Separation approval process has five levels as follows, all approvers will receive email notification as earlier approver approves request. Approve can approve or forward separation request to some other user id.

1. Reporting Manager                        –          A002 Relation in the organization hierarchy

2. Department HOD       –       A012 relation in the organization hierarchy
3. GM HR Department       –       UJVN GM HR position number
4. UJVN Director HR       –       UJVN DC Position
5. UJVN Managing Director       –       UJVN MD Position

**2.3.1. MENU PATH AND TRANSACTION NUMBER**

MSS LINK: HTTP://EPQQASDB.UJVN.CO.IN:56400/IRJ/PORTAL
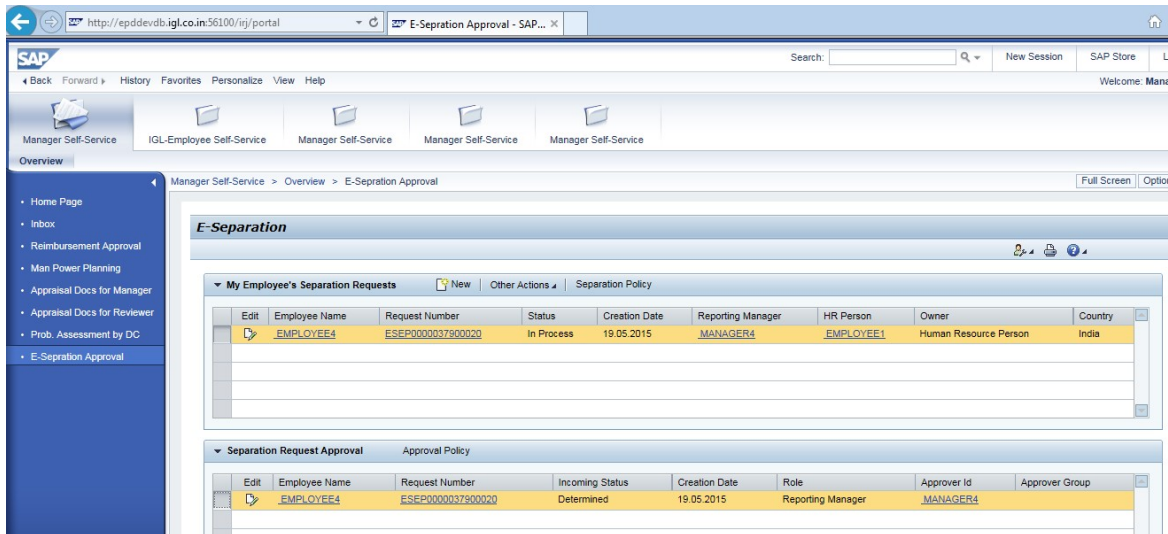
**2.3.2. INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW**

(*<u>Note:</u>* In the below table, in column "R/O/C": "**R**" = Required, "**O**" = Optional, "**C**" = Conditional)

Login as Reporting Manager over MSS:



Go to MSS –       E-Separation approval service on the left panel

Choose the request in the Separation request approval window.

Edit the request,



Choose approve option, write in detail Remarks if any and click on the 'Save and exit' button to approve request.

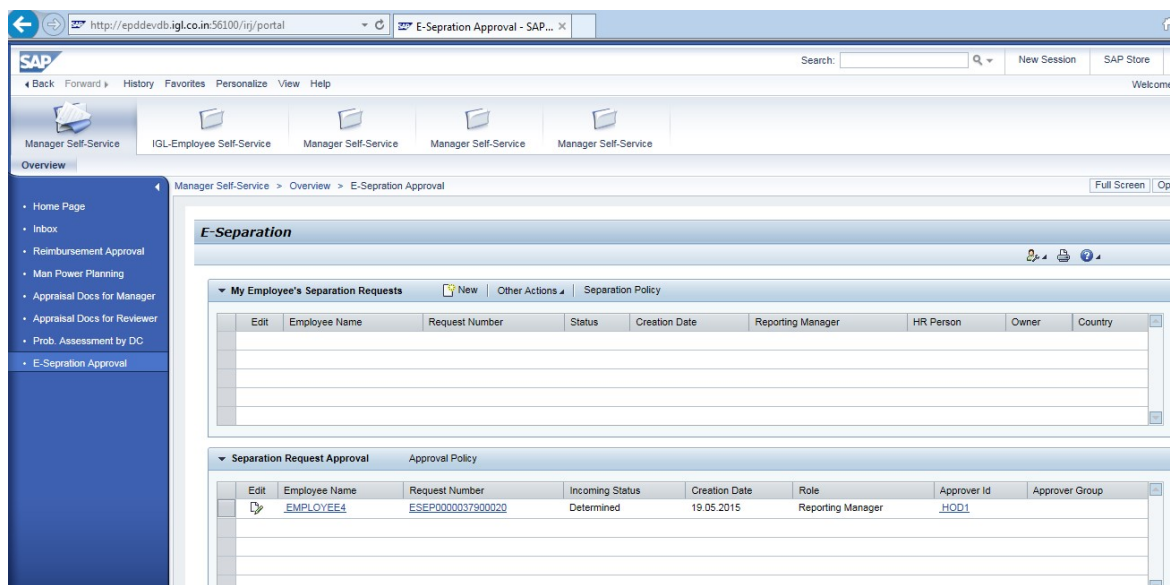Refresh screen to clear the approver inbox.

Separation request approval window is clear. System will send next approver email notification for approval.

Check SOST for the mail notification as follows,
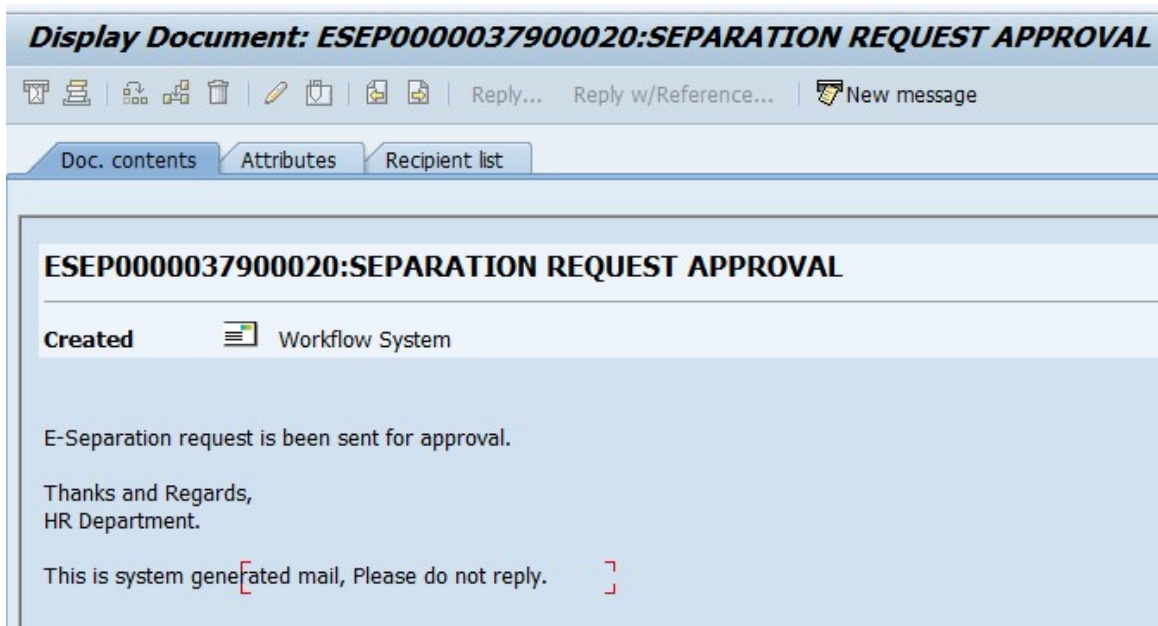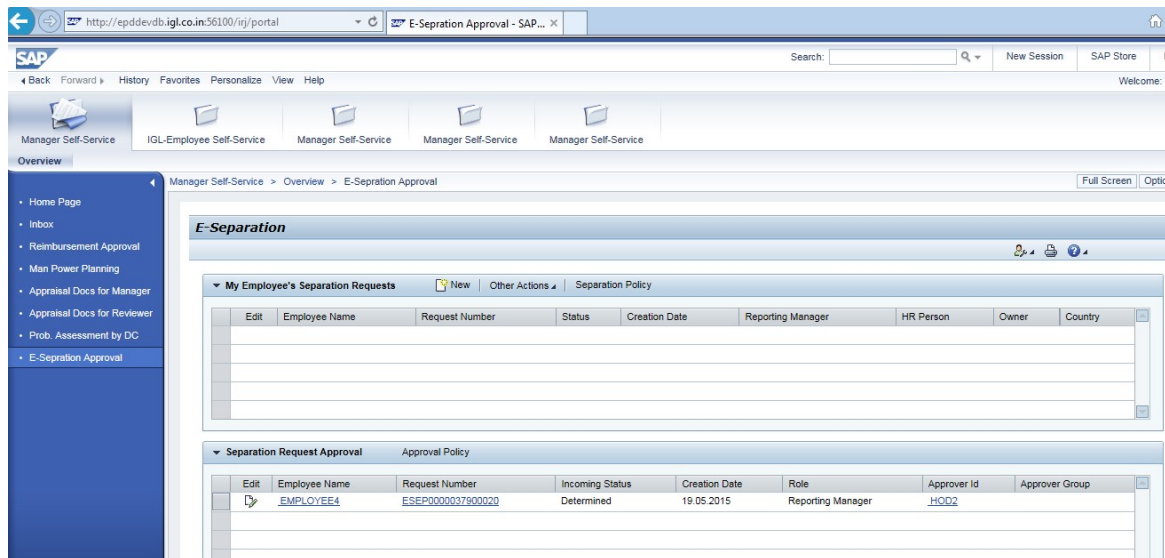


System will keep on triggering each level of approval as earlier level gets approved.

Similar to the level one approval, we can login to all remaining four level approvers in MSS separation request approval service and approve the request.

**Level 2 - HOD Approval:**

Go to MSS –      E-Separation approval service on the left panel

Choose the request in the Separation request approval window.

Edit the request,



Choose approve option, write in detail Remarks if any and click on the 'Save and exit' button to approve request.

Refresh screen to clear the approver inbox.

Separation request approval window is clear. System will send next approver email notification for approval.
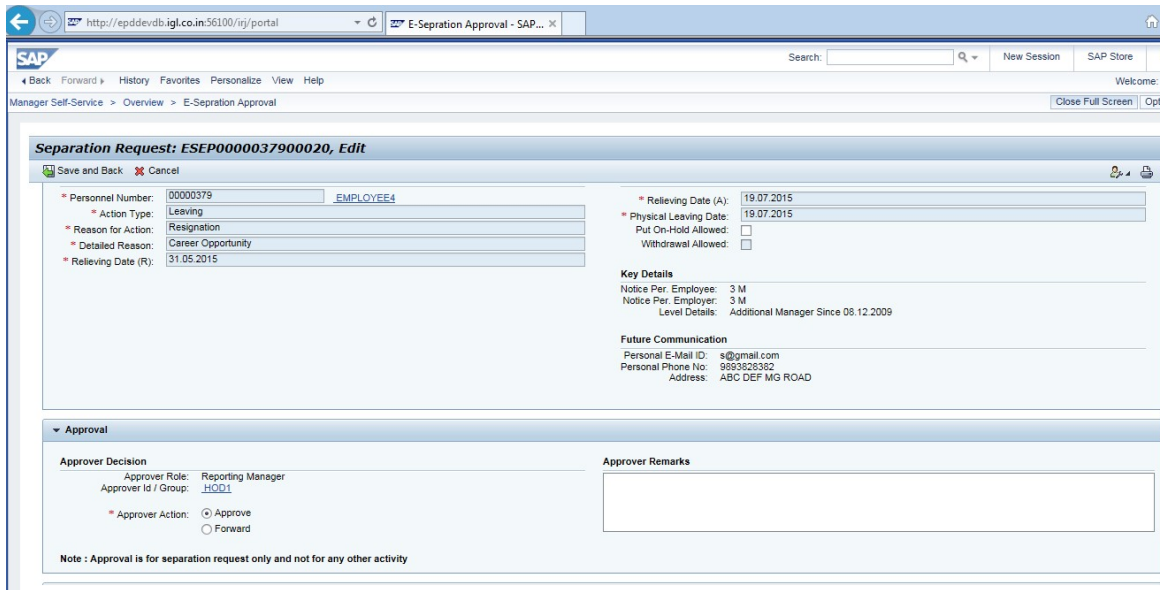
**Level 3 – GM HR Approval**

Go to MSS –     E-Separation approval service on the left panel



Choose the request in the Separation request approval window.

Edit the request,

Choose approve option, write in detail Remarks if any and click on the 'Save and exit' button to approve request.

Refresh screen to clear the approver inbox.



Separation request approval window is clear. System will send next approver email notification for approval.
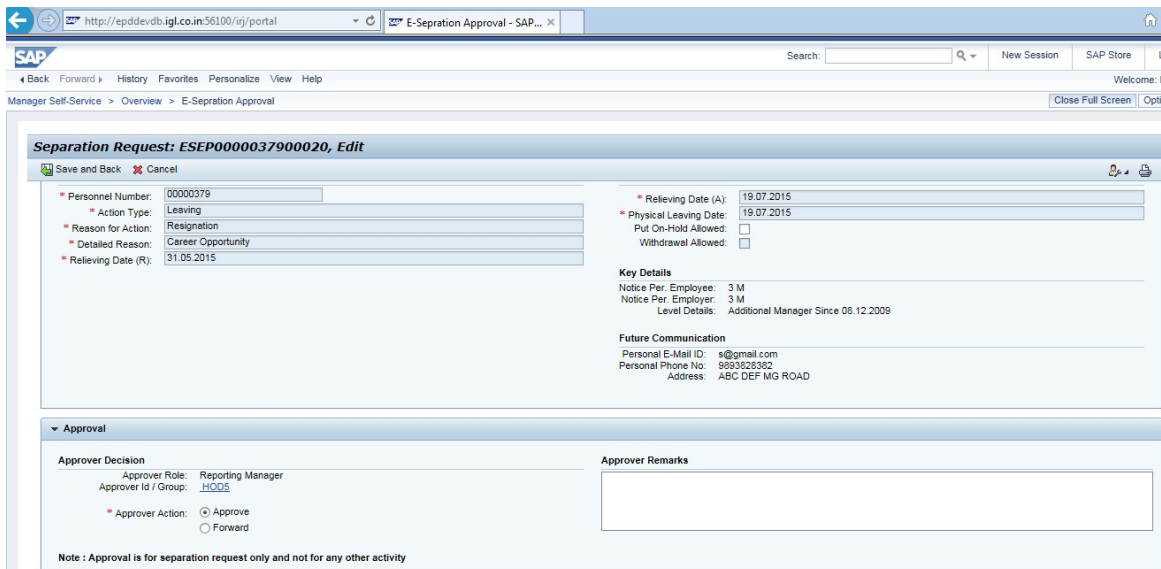
**Level 4 – Director HR  Approval**

Go to MSS –        E-Separation approval service on the left panel

Choose the request in the Separation request approval window.

Edit the request,



Choose approve option, write in detail Remarks if any and click on the 'Save and exit' button to approve request.

Refresh screen to clear the approver inbox.

Separation request approval window is clear. System will send next approver email notification for approval.

**Level 5 Managing Director Approval**

Go to MSS –        E-Separation approval service on the left panel



Choose the request in the Separation request approval window.

Edit the request,

Choose approve option, write in detail Remarks if any and click on the 'Save and exit' button to approve request.

Refresh screen to clear the approver inbox.
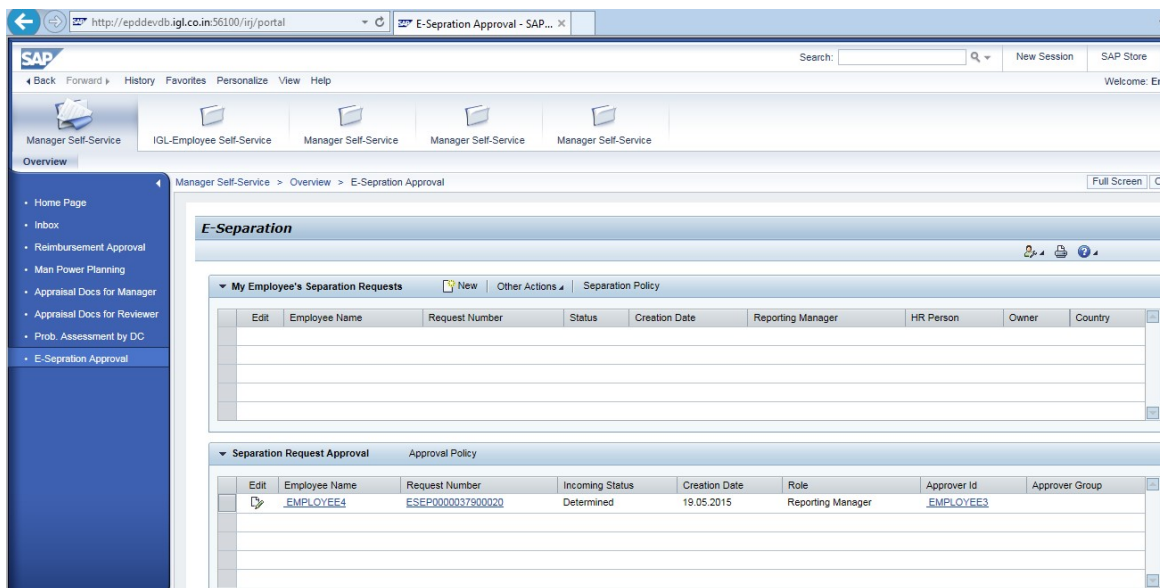


Separation request approval window is clear.

Thus, all the approval levels are clear. Stage trigger program will trigger next stage i.e. 'Dues clearance' before 7 days of the physical reliving date only.

## 2.4. COUNSELLING PROCESS

HR Person can assign any employee from the UJVN as a counsellor to the employee. Counsellor will be notified with the email. Counsellor has to held discussion with the employee and try to counsel employee on the separation decision taken by the employee.

Counsellor will be update the details of the counsellor and submit details back to HR Person.

Counsellor process can be initiated by the HR Person n number of times and can be done in parallel or before approval process.

### 2.4.1. MSS COUNSELLING INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

(*Note:* In the below table, in column "R/O/C": "**R**" = Required, "**O**" = Optional, "**C**" = Conditional)

Login as HR Person over MSS:
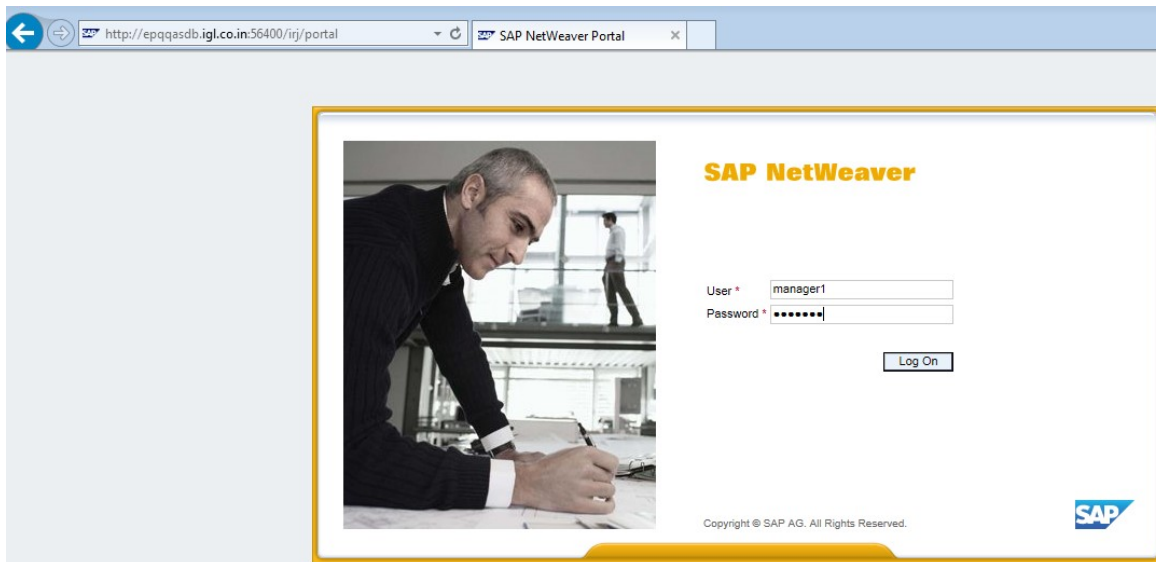


Go to MSS –        **E-Separation HR Admin** service on the left panel
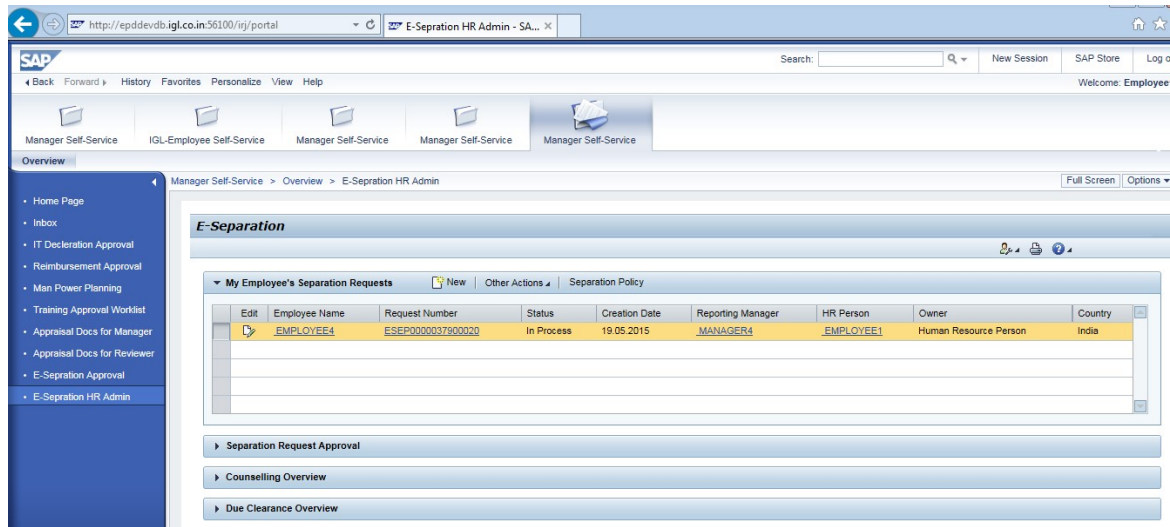
Edit request in the 'My employee's Separation requests' window.

Go to the counselling Details window inside request,
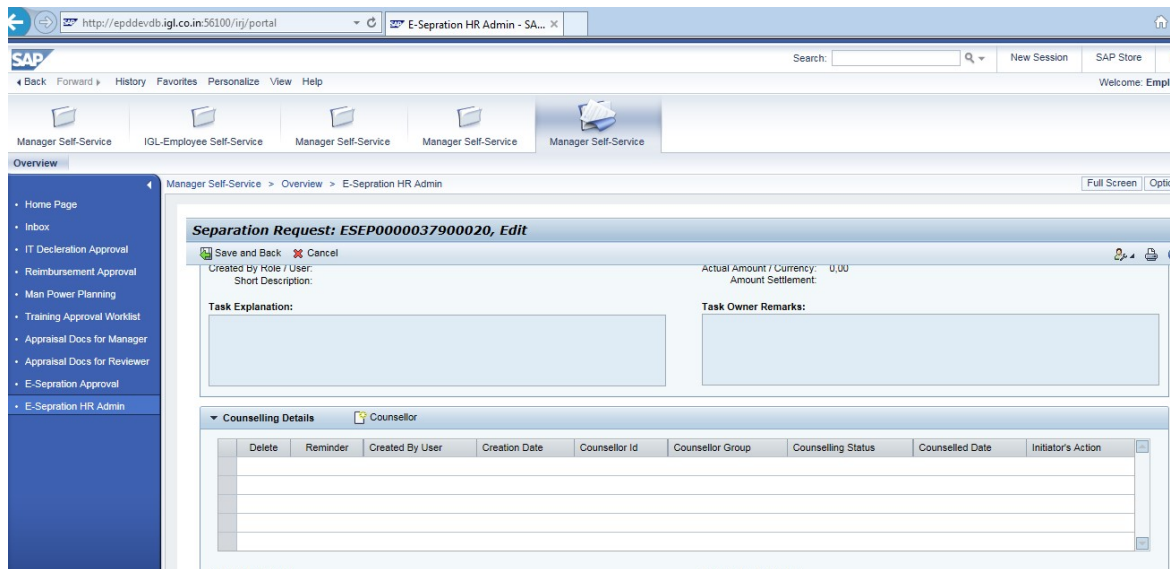


Click on the Counsellor Button in the toolbar,

Choose approve option, write in detail Remarks if any and click on the 'Save and exit' button to approve request.



Save and Back the request.

Counsellor should receive the mail notification to counsel the employee.

Check SOST for email notification.

**Display Document: ESEP0000037900020:COUNSELLING INITIATED**

**Display Document: ESEP0000037900020:COUNSELLING INITIATED**

| Doc. contents | Attributes | Recipient list |

**ESEP0000037900020:COUNSELLING INITIATED**

**Created**    Workflow System

E-Separation Counselling request is been initiated.

Thanks and Regards,
HR Department.

This is system generated mail, Please do not reply.

### 2.4.2.    MSS COUNSELLOR PROCESS

Counsellor needs to contact employee and take appointment for the counselling. Once counselling is done with the employee, counsellor needs to record the result in the separation request of the employee.
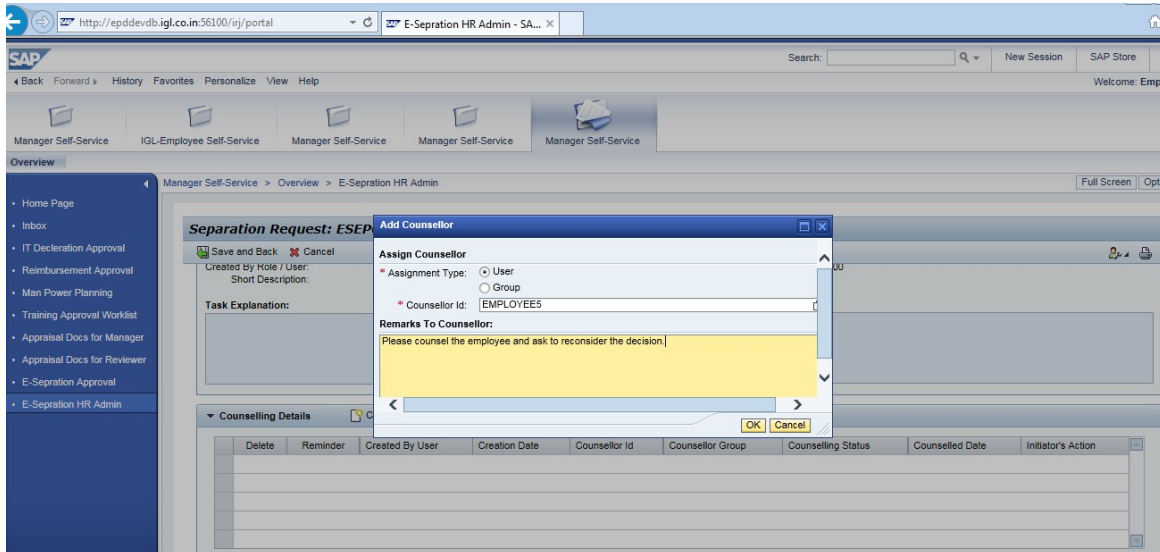
Login to counsellor MSS,

Go to separation approval service in the left panel.
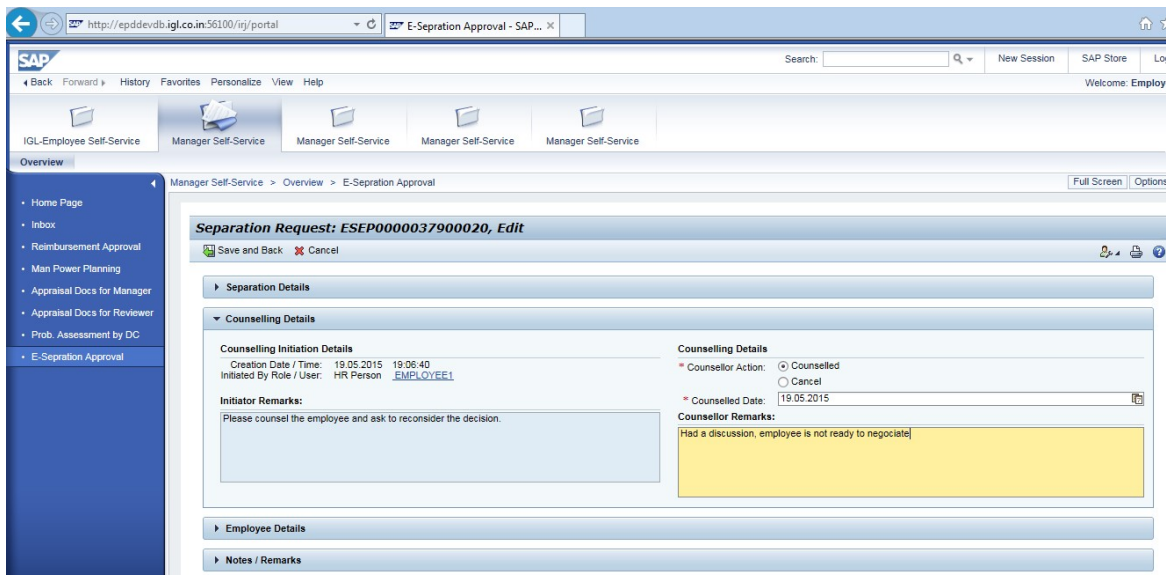
Go to counselling window in the service. Fine pending counselor request.

Edit request and fill the details of the counselling.

Select counselling done or cancel radio button and fill the details of the counselling discussion done along with the counselling date with the employee.



Save and exit the request.

System will send Email notification to the HR Person notifying counselling is done.

HR Person needs to login MSS HR Person separation request again. Edit the request and go to the counselling window. Edit counselling request.

Read counselling details feed by the counsellor. HR Person need to decide whether counselling done is successful or not with the Details feed by the counsellor in the counselling request.

Write remarks of the counselling process done and choose drop down option at the end of counselling request line as counselling is successful or unsuccessful.

Save and exit the request. Refresh window to clear counselling request window.



If counselling is successful HR Person can discuss in person with the employee and initiate separation request withdrawal. Once withdrawal process complete, separation request status will turn to the withdrawn and process is close.

If counselling process is unsuccessful then HR Person can initiate n number of more counselling request and arrange further counselling to the employee or stop the counselling process and continue with the process of separation.

With the counseling done by the counsellor, HR Person will receive email notification that counselling process is been completed.

## 2.5.   TRIGGER NEXT PHASE – DUES CLEARANCE PROCESS

Process requires to run trigger program to process e-separation request dues clearances stage. System is configured to trigger dues clearance stage 7 days before physical separation date.

As per UJVN policy, Employee separating from the organization needs to take clearance for the 12 items/Tasks as follows with their owner i.e. Task owners.

| SR. NO. | Department/Task/Item | Task Owner |
|---|---|---|
| 1 | TOOLS | REPORTING MANAGER |
| 2 | FILES/FOLDERS | REPORTING MANAGER |
| 3 | ADVANCE/LOANS | FI EXECUTIVE |
| 4 | ASSETS/WHITE GOODS | FI EXECUTIVE |
| 5 | SAP ID | IT EXECUTIVE |
| 6 | ESS ID | IT EXECUTIVE |
| 7 | DOMAIN ID | IT EXECUTIVE |
| 8 | LAPTOP | IT EXECUTIVE |
| 9 | DESKTOP | IT EXECUTIVE |
| 10 | DATA CARD ETC. | IT EXECUTIVE |
| 11 | TRAINING BOND | TRAINING ADMN. |
| 12 | OTHER ACCESSORIES | HR DEPARTMENT |

System will create Workflow task for each of the above clearance item and create pending task/item at the separation approval application against task owner. Task owners needs to open respective task at their end and complete the task by putting status and remark if required.

Also, some of this task are Finable for which if required, task owners can put the recovery amount and close the task. This amount will be updated to the payroll master data to the 0015 additional deductions infotype. Payroll run will take care of recovery from the employee.

Tasks would be assign to the user ids in the configuration which required to be maintain as per latest data always.

### 2.5.1.    MENU PATH AND TRANSACTION NUMBER

**Human Resources ➔ Payroll ➔ Asia ➔ India ➔ Utilities ➔ E-Separation Solution - HINU_ESEP_TP - E-Separation: Trigger Processes**

**Transaction code: HINU_ESEP_TP - E-Separation: Trigger Processes**

**SAP Easy Access**

```
Accounting
Human Resources
    • PPMDT - Manager's Desktop
    Personnel Management
    Time Management
    Payroll
        Europe
        Americas
        Asia/Pacific
            Australia
            China
            Hong Kong
            India
                Payroll Accounting
                Off-cycle
                Subsequent Activities
                Environment
                Info system
                Tools
                Utilities
                    • PC00_M40_SWCH - Activate/ De-activate Switches
                    • PC00_M40_UTAN - Update Infotype 185 with TAN Details
                    • PC00_M40_TMSE - Display Form 24q TemSe data
                    • PC00_M40_TMSE - Challan Mapping Utility
                    • PC00_M40_F24C - Form 24Q e-File Consolidation Utility
                    • PC00_M40_DF17 - Download Program for Form 17 Details
                    • PC00_M40_CLSTR - Cluster Display
                        Basic
                        Bonus
```

```
                        Basic
                        Bonus
                        Dearness Allowance
                        Housing ( HRA/CLA/COA )
                        Reimbursements, Allowances & Perks
                        Section 80
                        Section 88
                        Employees State Insurance
                        Superannuation
                        Loans
                        Income Tax Declaration
                        Rosters
                        Advanced Claims
                        Loans ESS
                        Correspondence Letters
                        Leave Encashment
                        Basic Salary Increment
                        Global Employment
                        E-Separation Solution
                            • HINU_ESEP_MUG - Assign Approvers/Counsellors/Task Owners
                            • HINU_ESEP_TP - E-Separation: Trigger Processes
                            • HINU_ESEP_DI - E-Separation: Display Requests
                Indonesia
                Japan
```

## 2.5.2.    INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

(*Note:*  In the below table, in column "R/O/C": "**R**" = Required, "**O**" = Optional, "**C**" = Conditional)

Program   Edit   Goto   System   Help

## Infotype Update Report for E-Separation

**Further selections**

**Period**

○ Today            ○ Current month        ○ Current year
○ Up to today      ○ From today
⦿ Other period
  Period              19.05.2014        To    19.05.2015

**Selection**

| | | |
|---|---|---|
| Personnel Number | | ⮕ |
| Employment status | | ⮕ |
| Company Code | | ⮕ |
| Personnel area | | ⮕ |
| Personnel subarea | | ⮕ |
| Payroll area | | ⮕ |

**Report Execution Mode**

⦿ Process & Update Mode (No User Interaction)
○ Process & Update Mode (User Interaction)
○ View Erroneous Records & Process

**Request & Solution Type Filter**

| | | |
|---|---|---|
| Solution Type | | ⮕ |
| Request Number | | ⮕ |

| Field Name | Description | R/O/C | User Action and Values | Comments |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Execute and Run program coupe of times to let system trigger E-Separaation process to the next stage i.e. Dues Clearance.

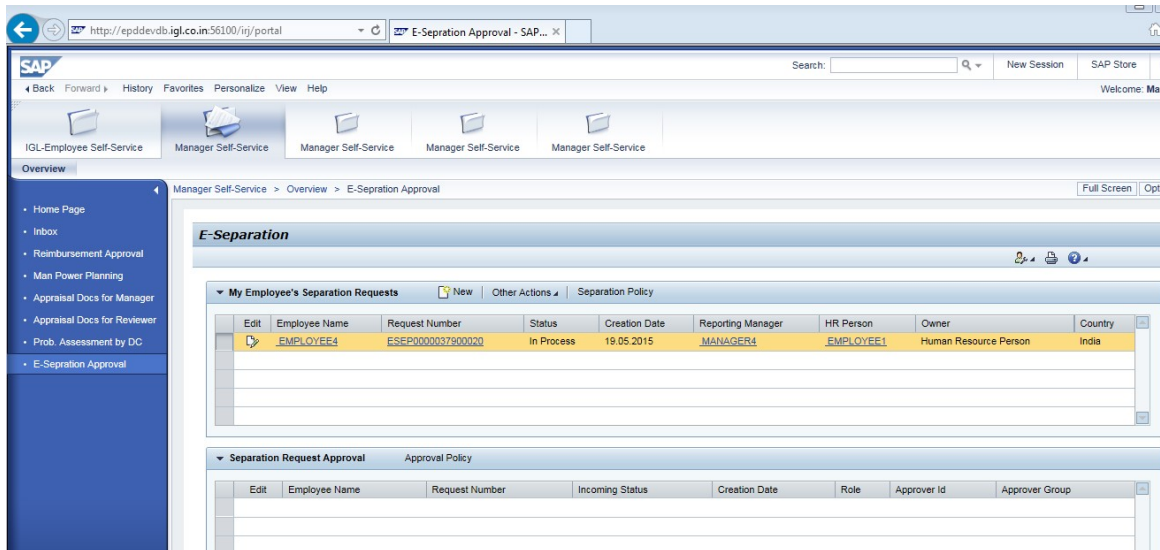Output of the Trigger program above showns Dues Clearance stage is been triggered here.

### 2.5.3.    MSS TASK CLEARANCE INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

(*Note:* In the below table, in column "R/O/C": "**R**" = Required, "**O**" = Optional, "**C**" = Conditional)

Login as Reporting Manager over MSS: Reporting manager has two dues clearance task pending at his/her end.



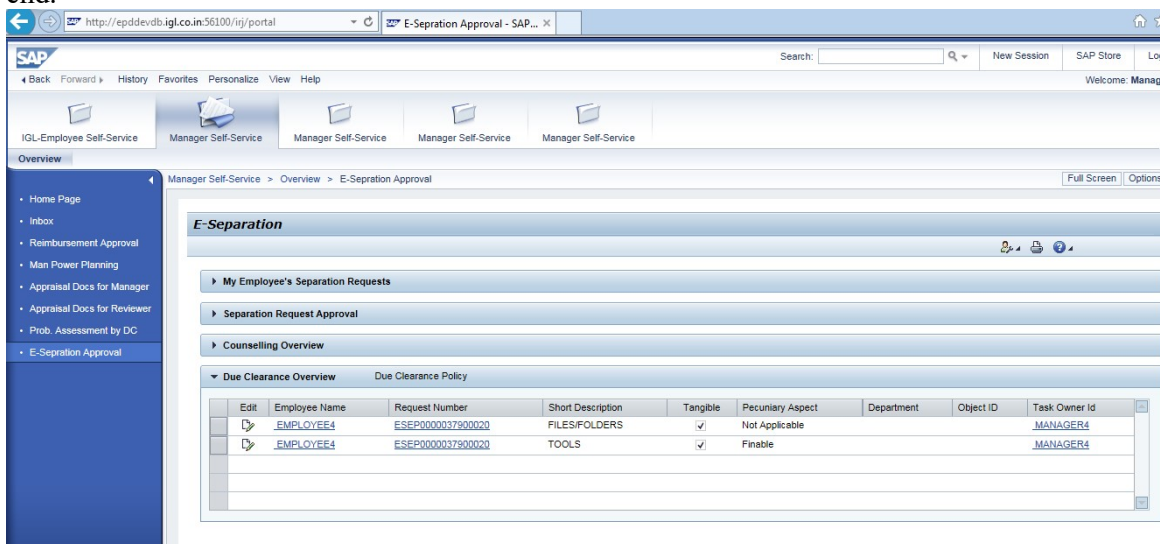Go to MSS –        **E-Separation Approval** service on the left panel

Go to the Tasks/Dues Clearance window in the service. There are two pending tasks at the reporting manager end.



Edit the task line item to open the task item.

Choose the status of the tasks to close the pending task from the drop down. Also if tasks provides option to put recovery amount then user can put amount if recovery is required to be done. Recovery amount field is optional. User needs to choose the status, put details remarks and click on the save and back button in the toolbar.

Tools Task pending against reporting manager means to collect mechanical or any other tools given to the employee for work. It's reporting manager duty to collect them from the employee before separation and complete the dues clearance pending Tools task.

Refresh dues clearance window to clear the dues clearance pending tasks.
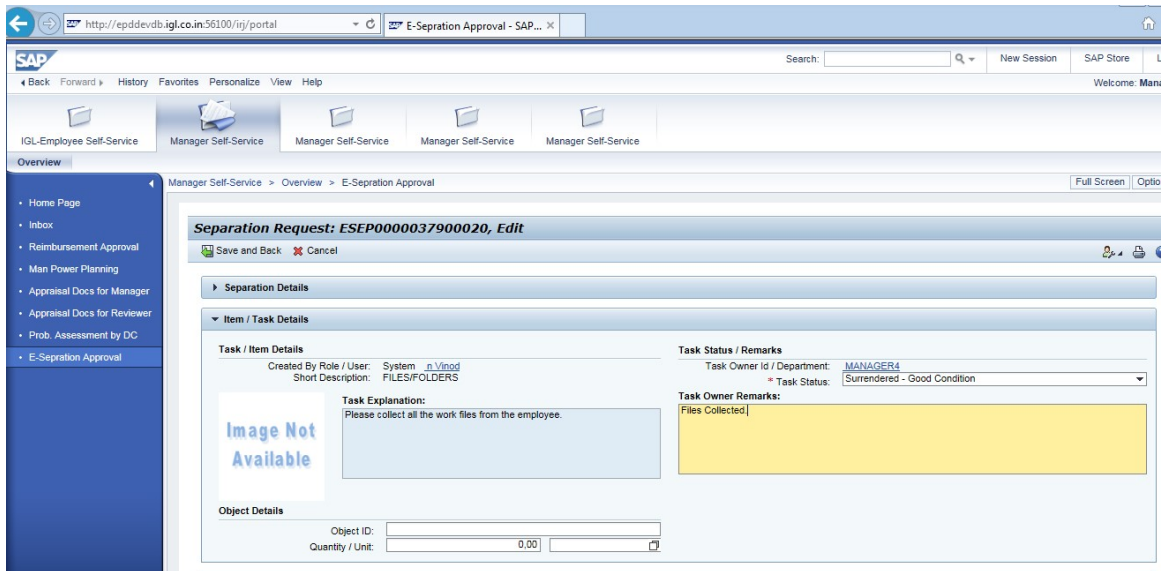


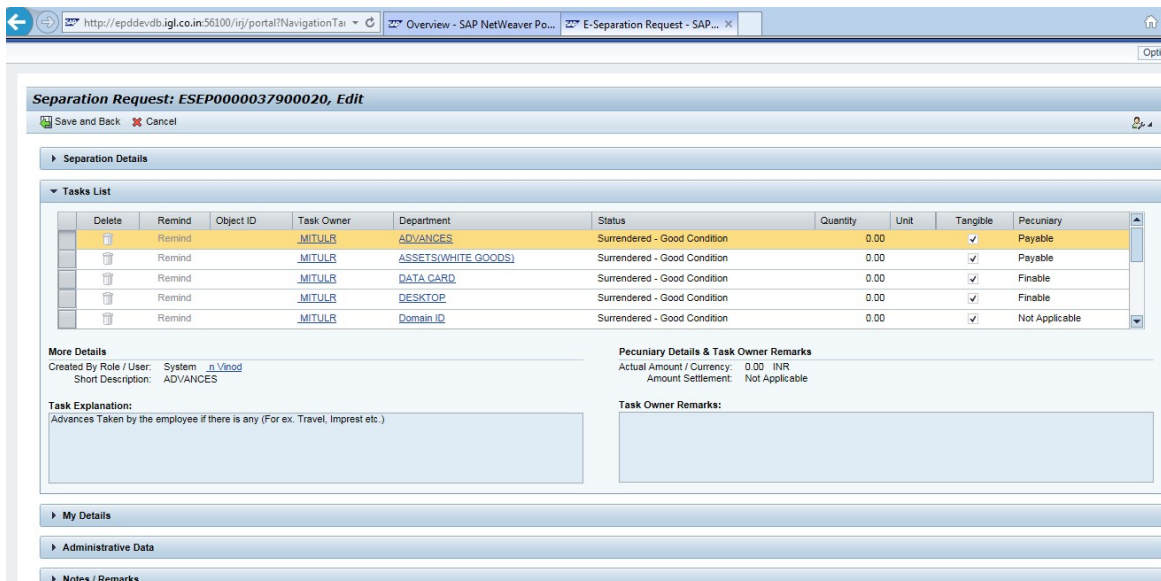Similarly Reporting manager will be clearing second pending Task which is to collected filed/folders to be collected from the employee as follows.

Reporting manager needs to clear two pending tasks for separation request.

Also all other dues clearance task owners needs to close pending tasks at their end and note the results.

Employee or HR Person can always keep track of the dues clearance tasks and their progress with the details in the separation request. Go to the separation application as shown earlier and edit the separation request, go to the dues clearance i.e. Tasks list window as shown below to view and track details of the task.



## 2.6.    TRIGGER NEXT PHASE – SEPARATION PROCESS

Process requires to run trigger program to process e-separation request separation stage. System is configured to trigger separation stage only on the physical separation date of the separation request. Dues clearance stage 7 days before physical separation date.
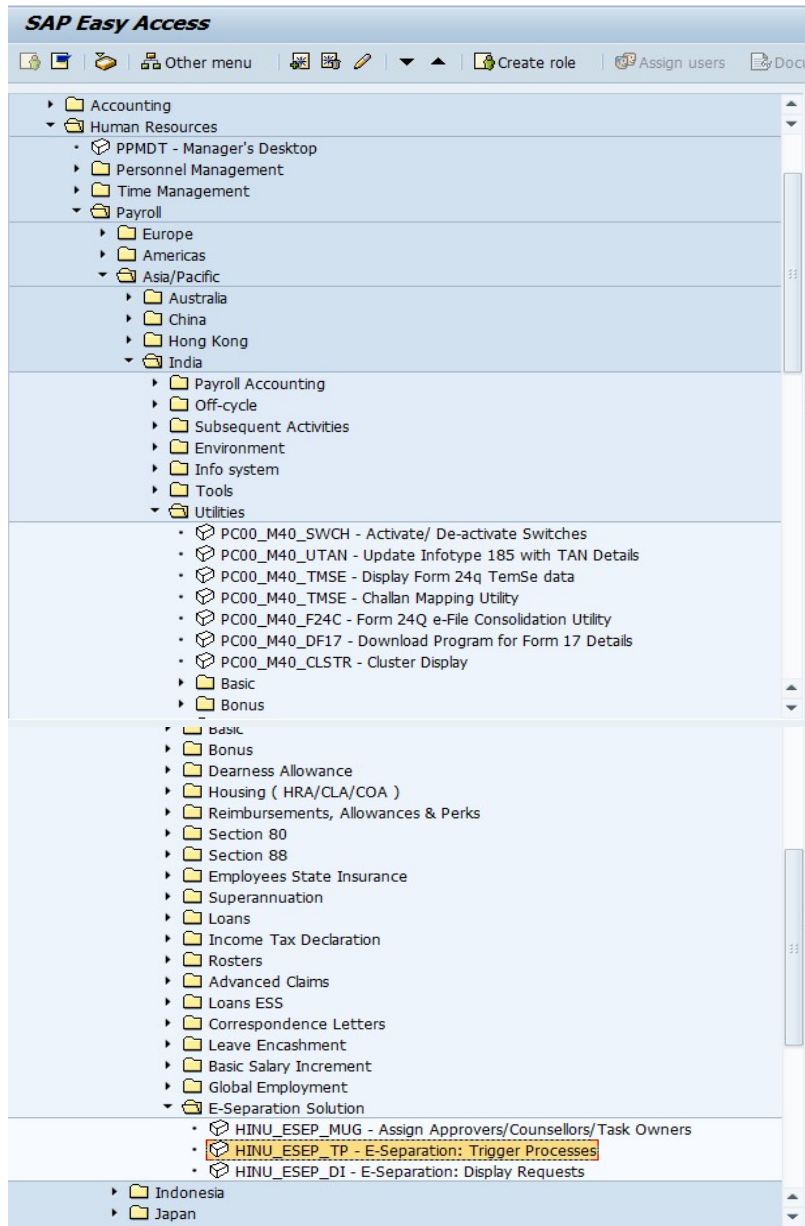
Also with the separation action, system updates all the recoverable collected from the separation process to the payroll master data to process with the separation payroll run.

Also with the separation action, system updates Experience and Relieving Letter in the separation request's attachment window. Employee, HR Person, and Reporting manager can check and download this letters from the separation request service on the ESS/MSS.

### 2.6.1. MENU PATH AND TRANSACTION NUMBER

**Human Resources ➔ Payroll ➔ Asia ➔ India ➔ Utilities ➔ E-Separation Solution - HINU_ESEP_TP - E-Separation: Trigger Processes**

**Transaction code: HINU_ESEP_TP - E-Separation: Trigger Processes**

**SAP Easy Access**

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- ▶ 📁 Accounting
- ▼ 📁 Human Resources
  - · ◈ PPMDT - Manager's Desktop
  - ▶ 📁 Personnel Management
  - ▶ 📁 Time Management
  - ▼ 📁 Payroll
    - ▶ 📁 Europe
    - ▶ 📁 Americas
    - ▼ 📁 Asia/Pacific
      - ▶ 📁 Australia
      - ▶ 📁 China
      - ▶ 📁 Hong Kong
      - ▼ 📁 India
        - ▶ 📁 Payroll Accounting
        - ▶ 📁 Off-cycle
        - ▶ 📁 Subsequent Activities
        - ▶ 📁 Environment
        - ▶ 📁 Info system
        - ▶ 📁 Tools
        - ▼ 📁 Utilities
          - · ◈ PC00_M40_SWCH - Activate/ De-activate Switches
          - · ◈ PC00_M40_UTAN - Update Infotype 185 with TAN Details
          - · ◈ PC00_M40_TMSE - Display Form 24q TemSe data
          - · ◈ PC00_M40_TMSE - Challan Mapping Utility
          - · ◈ PC00_M40_F24C - Form 24Q e-File Consolidation Utility
          - · ◈ PC00_M40_DF17 - Download Program for Form 17 Details
          - · ◈ PC00_M40_CLSTR - Cluster Display
          - ▶ 📁 Basic
          - ▶ 📁 Bonus

- ▶ 📁 Basic
- ▶ 📁 Bonus
- ▶ 📁 Dearness Allowance
- ▶ 📁 Housing ( HRA/CLA/COA )
- ▶ 📁 Reimbursements, Allowances & Perks
- ▶ 📁 Section 80
- ▶ 📁 Section 88
- ▶ 📁 Employees State Insurance
- ▶ 📁 Superannuation
- ▶ 📁 Loans
- ▶ 📁 Income Tax Declaration
- ▶ 📁 Rosters
- ▶ 📁 Advanced Claims
- ▶ 📁 Loans ESS
- ▶ 📁 Correspondence Letters
- ▶ 📁 Leave Encashment
- ▶ 📁 Basic Salary Increment
- ▶ 📁 Global Employment
- ▼ 📁 E-Separation Solution
  - · ◈ HINU_ESEP_MUG - Assign Approvers/Counsellors/Task Owners
  - · ◈ HINU_ESEP_TP - E-Separation: Trigger Processes
  - · ◈ HINU_ESEP_DI - E-Separation: Display Requests
- ▶ 📁 Indonesia
- ▶ 📁 Japan

## 2.6.2. INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW

(**_Note:_** In the below table, in column "R/O/C": "**R**" = Required, "**O**" = Optional, "**C**" = Conditional)

## Infotype Update Report for E-Separation

**Further selections**

### Period

- ○ Today
- ○ Current month
- ○ Current year
- ○ Up to today
- ○ From today
- ● Other period

Period 19.05.2014 To 19.05.2015

### Selection

| | | |
|---|---|---|
| Personnel Number | | ⇨ |
| Employment status | | ⇨ |
| Company Code | | ⇨ |
| Personnel area | | ⇨ |
| Personnel subarea | | ⇨ |
| Payroll area | | ⇨ |

### Report Execution Mode

- ● Process & Update Mode (No User Interaction)
- ○ Process & Update Mode (User Interaction)
- ○ View Erroneous Records & Process

### Request & Solution Type Filter

| | | |
|---|---|---|
| Solution Type | | ⇨ |
| Request Number | | ⇨ |

| Field Name | Description | R/O/C | User Action and Values | Comments |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Execute and Run program coupe of times to let system trigger E-Separaation process to the next stage i.e. Dues Clearance.

Output of the Trigger program above shows separation stage is been triggered here. Output log shows, system has generated two separation letters and updated Payroll master data with dues clearance recoverables.

### 2.6.3.    SEPARATION ACTION - MENU PATH AND TRANSACTION NUMBER

**Transaction code: SM35 Batch session**

**Transaction code: PA30 HR Master data**

System updates separation action to be run by the administrator as batch session. Check SM35 Batch session created by the system. Select session and run separation action in the foreground. Delimit employee data as required and change employement status to the withdrawn.

Project SUGAMYA Only
    HCM – E-separation
    For Internal Circulation

Run action similar way currently UJVN is performing leaving action during separation process.

Continue running leaving action and delimit required infotypes. Infotypes will come in the sequence as configured to come with the separation/leaving action.

### 2.6.4. CHECK UPDATED PAYROLL DATA - MENU PATH AND TRANSACTION NUMBER

### Transaction code: PA30 HR Master data

System updates recovrables collected in the dues clearance process over MSS from the verious departments to the payroll master data.

As shown above, during dues clearance process from the reporting manager, we had 5000 rs recovarable against Tools/Accessories  to be return to the department.

Check PA30 – infotype 0015 – additional deductions is been updated with the recovery amount from dues clearance by the trigger program.

### 2.6.5. CORRESPONDENCE LETTERS - MENU PATH AND TRANSACTION NUMBER

### Transaction code: PA30 HR Master data

System updates infotype 0906 with the letter data which enables correspodance letters to process in the Employee, HR Person and Reporting manager separation request attachment inbox.

Go to PA30 – infotype 0906 – Corrospodance letters

## 2.6.6. MENU PATH AND TRANSACTION NUMBER

MSS LINK: HTTP://EPQQASDB.UJVN.CO.IN:56400/IRJ/PORTAL

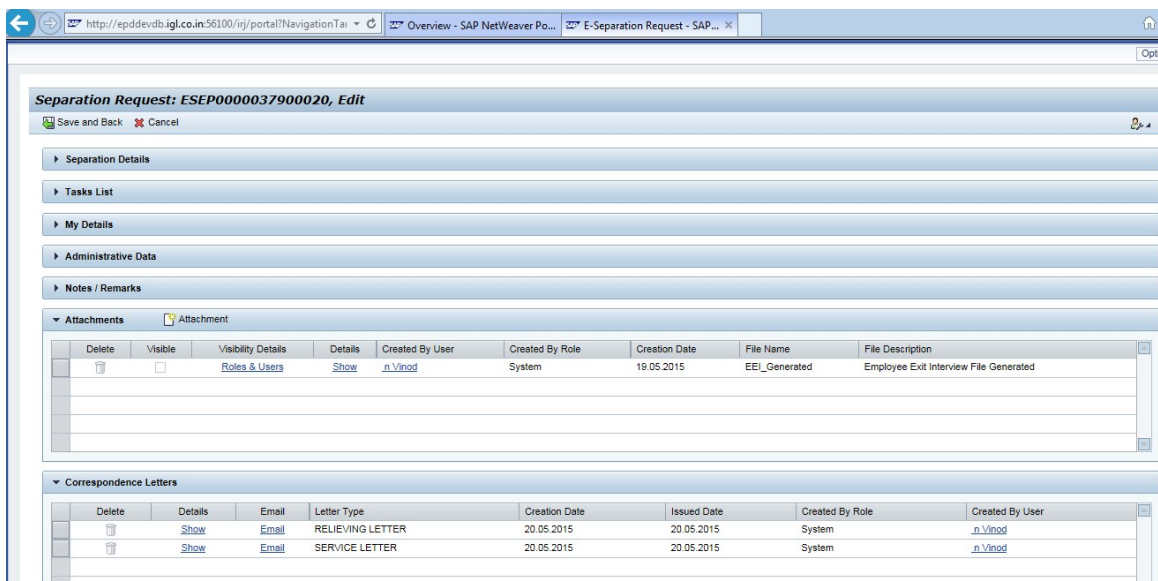## 2.6.7. CORRESPONDENCE LETTERS INPUT FIELDS ALONG WITH SCREENSHOT AND FLOW
(*Note:* In the below table, in column "R/O/C": "**R**" = Required, "**O**" = Optional, "**C**" = Conditional)

Login as employee or HR Person over ESS/MSS:
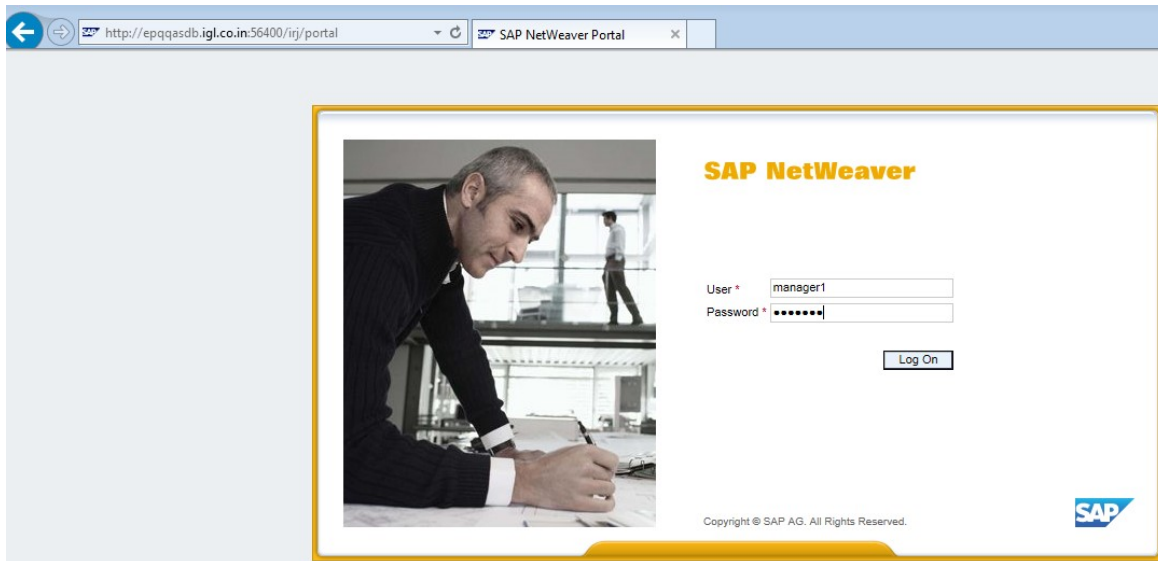
Go to E-Separation service,

Edit request and go to correspondence letters window of the request inside.



System has created two letters i.e. Relieving and Experience here as attachment which can be downloaded.

Further user needs to take print of this letters and take signature of the authority person (GM HR) of the UJVN.

This will be completing E-Separation process of the employee.